

## DURATIONAL EMPLOYEE AGREEMENT

Dear **(Employee Name)**:

This confirms our offer of durational employment with the State of Connecticut, Department of Energy and Environmental Protection as a durational **(class title)**.

Your first day of work will be **(date)** and you are to report to **(location)** promptly at **(time)**. You will work **(#hours)** per (week/pay period) and your supervisor, (name), will provide you with your weekly work schedule. The rate of pay is **(\$\$\$)** and you will be compensated bi-weekly.

This offer of employment is contingent upon your successful completion of the pre-employment requirements of Department of Energy and Environmental Protection.

They are:

- ☐ -----
- ☐ -----
- ☐ -----

On your first day, please bring the following documents with you:

- ☐ This letter of employment
- ☐ Social Security Card
- ☐ -----
- ☐ -----
- ☐ -----

As a durational employee, your position is anticipated to end on **(date)**. This date is contingent upon available funding, acceptable performance, and business necessity. Due to the nature of durational employment, you cannot be guaranteed continued employment beyond the anticipated end date of this appointment. Termination of employment at the expiration of the durational position is, therefore, without rights of appeal.

While serving as a durational employee, you will not serve a probationary period and will not attain permanent status. It is for this reason that you are ineligible for benefits or privileges associated with permanent status. Should you be appointed to a permanent position in the future, you will be required to successfully pass an exam, if required, and complete a probationary (or working test) period.

As a durational employee, you are eligible for certain paid leave benefits, as follows:

- Holiday pay after 90 days of continuous employment
- Sick Leave (#hours)/month; available for use upon accrual

- Vacation Leave (# hours)/month; available for use with supervisor's approval after six months of continuous employment

Please be advised Personal Leave (PL) is not afforded to durational employees in accordance with Connecticut General Statutes as an employee must have attained permanent status to be eligible for this leave benefit.

As a durational employee, you may be entitled to certain other benefits in accordance with a collective bargaining unit contract. Please contact **(human resources contact name and phone number/email address)** for more information about union membership and benefits.

Please contact me should you have any questions.

Sincerely,

HR Specialist (Title)  
Phone:

I have read and understand the terms of my durational employment.

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Employee Signature

Date